



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 266TH FINANCE COMMAND  
UNIT 29001  
APO AE 09007

AEUFC

FEB 23 2007

MEMORANDUM FOR Soldiers and Civilians, 266th Finance Command (FINCOM)

SUBJECT: Command Policy Letter 10, Civilian of the Month (COM)

1. All leaders, Soldiers and civilians are encouraged to submit nominations for Civilian of the Month. You may nominate any civilian employee who you feel is deserving of the award. Achievements noted will be verified by the chain of command as part of the nomination process.
2. Nominations must be submitted using the nomination form which is available online. Incomplete nominations will not be considered. Submit nominations to the Civilian Personnel Representative. Nominations received are voted on by a panel.
3. Procedures and timelines are identified in the enclosed attachment.
4. Recognition.
  - a. The COM will be awarded the use of the reserved parking space for the period of 1 month.
  - b. The COM will receive an 8-hour time off award.
5. The FINCOM point of contact for this policy is Ms. Diane Buttweiler, 379-5152.

A handwritten signature in black ink, appearing to read "Curt A. Rauhut", is positioned above the printed name.

CURT A. RAUHUT  
COL, FC  
Commanding

# **HQ, 266th FINCOM**

## **Procedures**

### **Civilian of the Month**

1. All nominations must be submitted using the nomination sheet provided.
2. Nominations are due to the Civilian Personnel Representative by the 10th of each month. Late or incomplete nominations will not be considered and will be returned to the submitting individual.
3. Instructions for completing the nomination form:
  - a. Name – the name of the person that you are nominating for Civilian of the Month
  - b. Section – identify the section where the person works
  - c. Position/Description of normal duties – describe in 3 sentences or less, what duties the person normally performs. Example: Responsible for the Government Travel Charge Card, processes travel claims, and provides DTS training.
  - d. Achievement – describe in 3 sentences or less, what duties or services were provided above/beyond the normal duties.
  - e. Supporting bullets – identify the result, improvement, or quantify/qualify the achievement.
  - f. Why is this nomination worthy of an award – self-explanatory
  - g. Name of person submitting the nomination – you must provide your name in order for the nomination to be considered. Nominations received without a name will be deleted.
4. Submitted nominations will be consolidated and submitted to a panel for consideration. The panel, consisting of two military personnel and civilian personnel, will rank the nominations. In the event of a tie, the Deputy Commander will rank the nominations and will be used as the tiebreaker.
5. The Civilian of the Month will be announced at the monthly awards ceremony.
6. The supervisor is responsible for submitting the Department of the Army (DA) Form 1256, Incentive Award Nomination and Approval, April 1993 to the Civilian Personnel Representative for processing of the appropriate award at least 2 working days prior to the monthly awards ceremony.

**HQ, 266th FINCOM  
Civilian of the Month  
Nomination Form**

Name of person being nominated:

Section:

Position/description of normal duties:

Achievement:

Supporting bullets that identify the measurable result, improvement, or quantify/qualify the achievement:

Why is this nomination worthy of an award:

Name of person submitting the nomination: